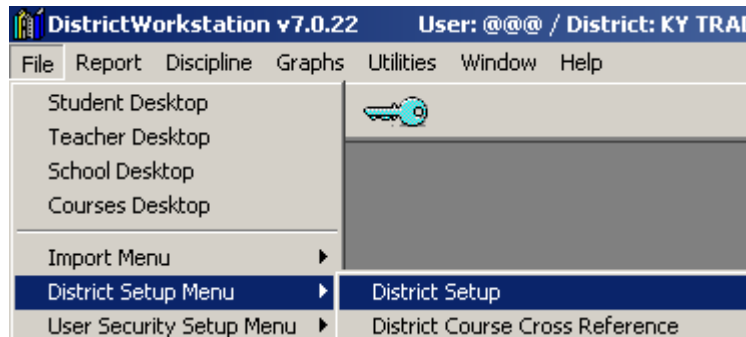


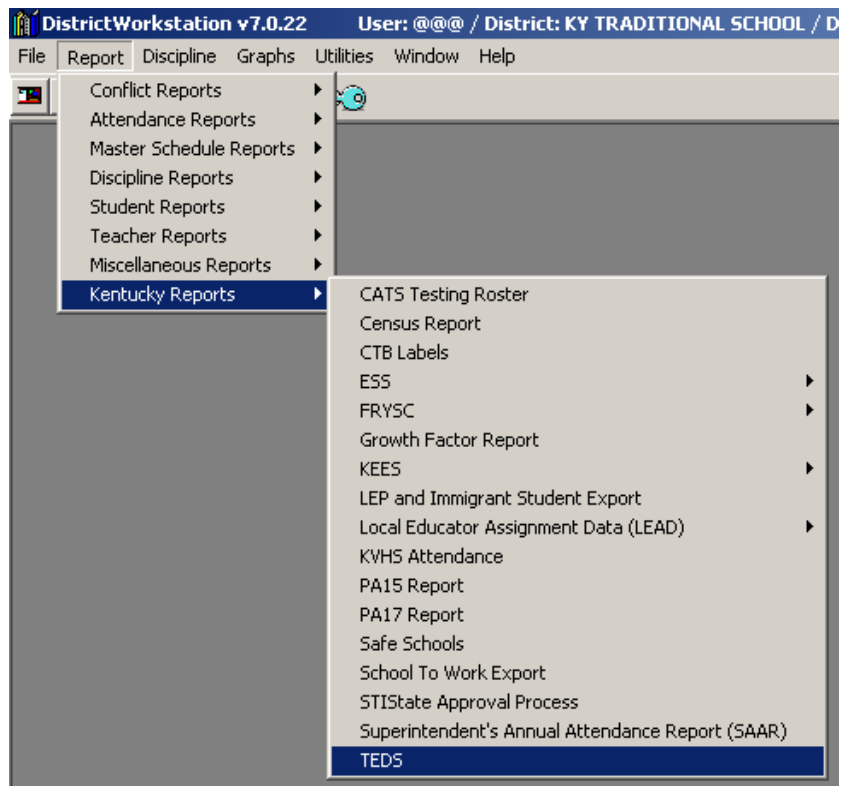
TEDS (Technical Education Database Systems)

Before this report is run, you must make sure that you have the *County Number* set up in the district setup. This is in the district workstation under **File | District Setup Menu | District Setup**.

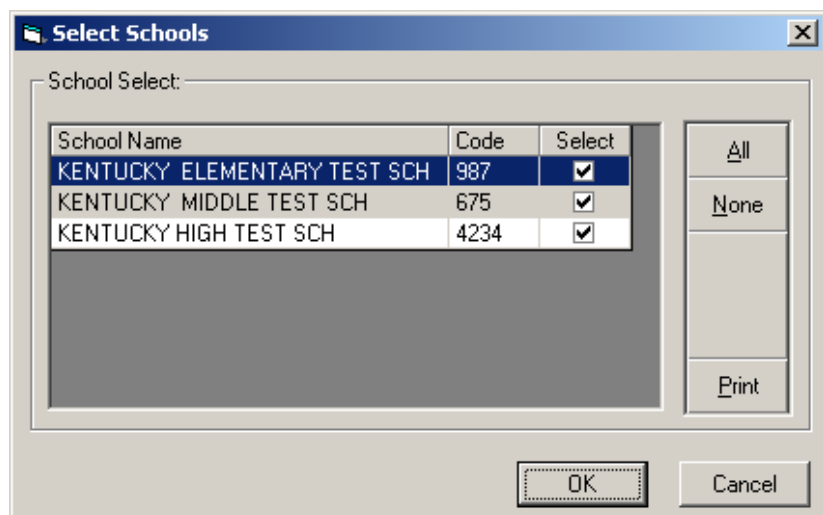


District Setup

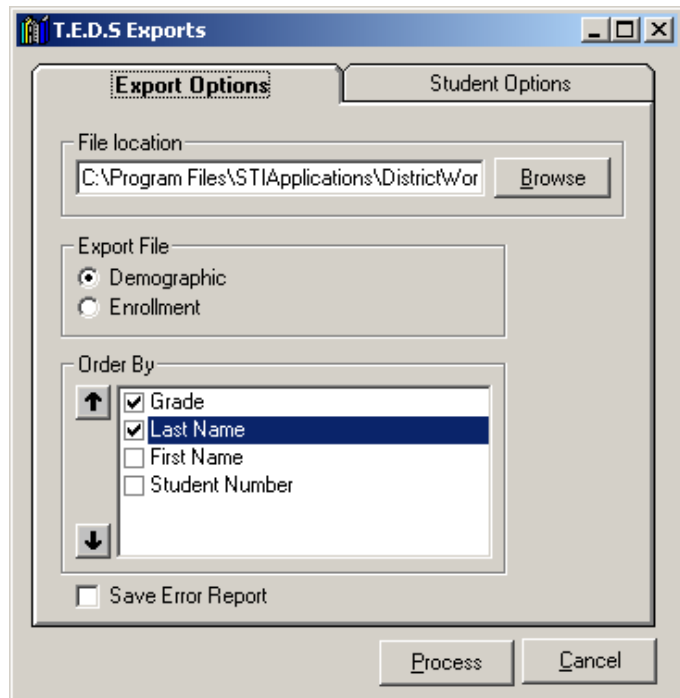
A screenshot of the 'District Setup' dialog box. The dialog has a title bar 'District Setup' and a close button. It contains several tabs: 'District Preferences' (selected), 'User Preferences', 'Required Fields', 'School Write Back', and 'Auto Numbering'. The 'District Preferences' tab is active, showing fields for District Name (KY TRADITIONAL SCHOOL), Address 1, Address 2, City, State (KY), Zip, Phone, Year 1 (2004), Year 2 (2005), District No (123), County No (657), and County (324). At the bottom, there is a help button (question mark), an 'Ok' button, and a 'Cancel' button.



- **Select Schools**
Create files for one or more schools on your list.

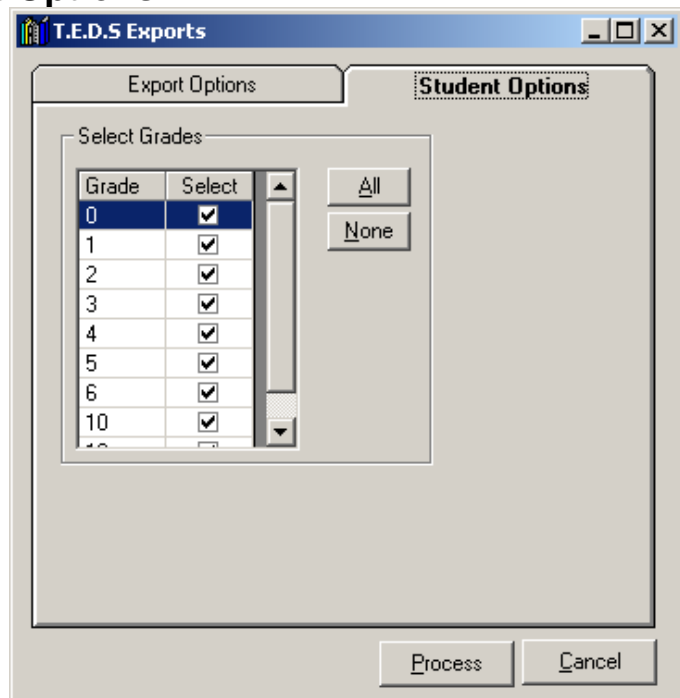


Export Options



- **Export Options**
Enter the *File location* at which the files will be saved as C:\ProgramFiles\STIApplications\DistrictWorkstation_v7\Exports\demographic.txt or enrollment.txt according to the export option selected by default.
- **Export File-** This gives you option of just Demographic information or Enrollment information of the students included in this report.
- **Order By**
By default, the *sort order* is based on all fields shown and the *priority* of the sort is determined by which field is listed at the top of the window. To remove a field, click on the box to the left for that field to clear the checkmark.
 - You may move a field up or down in the sort priority by highlighting that field and clicking the up and down arrows to the left.
- **Save Error Report**
Check this box to save a copy of the error report after it is generated.

Student Options



- **Student Options Tab**
Click this tab to select the grades levels you wish to include in the report. Clear any checkmark to exclude the corresponding grade level.
- Select **Process** button to run the export.

File Status

This will show you the export file location.

